

~~CIA INTERNAL USE ONLY~~

20 DEC 1967

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Document Processing System

1. The processing of some 24,000 information reports per month for the Source, Aperture, and Intellofax index files has become overly complicated and is to a great extent based on obsolete requirements and conceptions. As a consequence, the processing system including the several stages in the Document and Machine Divisions and the CIA Library, are becoming increasingly less efficient and effective.

2. Apparently the newly acquired DARE machine can acceptably reproduce first pages of documents on cards for the Intellofax and Source files and this could replace the bibliographic references presently typed on mats and reproduced on cards. However, the reproduction of cards by the DARE machine after the coding and punching operation now being tested will not appreciably shorten the present time required to have the source and aperture cards available for reference service. The DARE pilot operation does not include any experiments to determine if the machine could be used more efficiently by changing our present processing procedures of input into the Library Reference Files.

3. I believe it is now time to take a "new look" at our multi-stage processing system so that we can take full advantage of the DARE machine. We should try and design a system which will provide service to our requesters on a current basis. I believe a practical goal for such service is to have source cards and documents (or images thereof) available for reference within 48 hours after receipt of the documents and punched IBM Intellofax index cards in file within 5 work days after the documents have been received.

4. We can't possibly meet these goals if the preparation of the "aperture card" is dependent on coding the document first. Both the source card (if we really need it) and the aperture card should be prepared as soon as possible after the document is received. The DARE machine conceivably could be used at the "head of the line" to make the cards for these two files. I think we should work up procedures for processing these cards in different ways with the above goals in mind so that we can develop the most efficient processing system. I don't think we can assume that the preparation of the DARE-PRINTED cards, if successful will take place only after the coding and punching stages in the processing system. We should experiment with different methods and use of the DARE machine at different stages in the processing system before making it operational.

5. I recommend that the DARE task group composed of representatives from the Document and Machine Divisions and the CIA Library be continued and instructed to work up procedures so as to develop a processing system for intelligence reports which will meet the goals mentioned above and the decision as to where and how we use the DARE machine be made after this has been accomplished.

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Chief, Document Division

CIA Librarian
Chief, Machine Division